



RAMSDELL REGIONAL CENTER FOR THE ARTS

Position Announcement

Executive Director

The Ramsdell Regional Center for the Arts (Ramsdell), a beautifully restored, 465 seat Victorian theatre and hall located in Manistee, Michigan is seeking an experienced Executive Director. The Ramsdell is the “Crown Jewel” of Manistee and on the National Historic Register. The theatre has played a central role in the community and region for over 100 years.

Responsibilities include operations, programming, marketing and communications, fundraising, grant writing, community, donor and user relations, staff supervision, volunteer coordination, fiscal and administrative planning, and managing the day-to-day activities of the Ramsdell.

The successful applicant will possess excellent written and oral communication skills, fundraising skills, management skills, initiative and adaptability. He or she will have a passion for the arts, a broad background in programming, and a proven track record of driving performance to the next level.

Experience in non-profit and/or theatre management and fundraising required. Facility management and theatre technical skills desired. Bachelor degree in Management, Administration, Arts Management, HRM or related field preferred.

Salary negotiable and commensurate with experience and background.

Interested applicants should submit a cover letter and resume by Monday, November 21st.

Materials shall be emailed to ebradford@manisteemi.gov with **Ramsdell Executive Director** as the subject line.